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Mississippi Riverfront Sub-Committee Meeting
October 6th, 2015
2:30–4:30 p.m.

Attendance: Jim Roelofs, Don Gorham, Holly Holm, John Forrest, Richard Polipnick, Rod Osterloh, Erik Roberts, Gabe Johnson Mark Ostgarden, Mary Koep, Jim Thoreen, Jennifer Bergman, LeAnn Goltz, Gabe Johnson

1. Introductions

2. Recap of Last Meeting: Last meeting the committee decided a team/consultant would be best. Decided to do an RFQ first. Today, we have four responses/qualifications packages that were submitted to go over.

3. Election of Sub-Committee Chairperson: Holm recommended Don Gorham. Don Gorham recommended Kent Montgomery. Discussion about what's expected. Mainly to chair and run the meetings, a go-to person, a point-person.

Richard Polipnick made a motion to elect Rod Osterloh. John Forrest seconded the motion. All members voted in favor of the motion and none were opposed. The motion carried.

4. Review of Submitted Qualifications: Discussion about each firm's submitted qualifications.

WSN/HKGi—Teaming partnership popped out, a little concerning. WSN didn't bring much to the table in terms of funding. Also, many of the examples haven't been completed. Individual experience included smaller projects. Concerned about that. Only have one landscape architect and he just graduated, not very much experience. Guessing that's why they wanted HKGi, who have 7 of them. Weak on the landscape architecture side. Do like that they're local.

Confluence—Why do they only have landscape architect? They aren't local. Grammatical error in first sentence. Outside, fresh perspective rather than local. Concerned about lack in depth of experience. No engineer there. Have some pretty good ideas. Not clear about the start of the firm, age. Many from Iowa State, which is on the cutting edge of technology.

Bolton and Menk—Couple of the local people on staff, not the best experience working with them.

SEH—Small presence here possibly due to recession. Jeff Ledin involved in early process.



Appreciate their building in downtown Brainerd.

- 5. Selection of Firms/Teams for RFP Invitation:** Each firm seems generally qualified and the group is not ready to rule any out.

Don Gorham made a motion to invite all four firms. Erik Roberts seconded the motion. All members voted in favor of the motion and none were opposed. The motion carried.

The team discussed criteria to include in the Request for Proposals:

SIMILAR PROJECT EXPERIENCE—Implementation is key. Experience in taking projects from the planning phase to implementation phase. Want to see examples that have been successfully completed. Include project status and funding sources used?

APPROACH—How does the team/firm plan to accomplish the project goals within the funds allocated? (\$33k)

FUNDING EXPERTISE—How does the team/firm plan to receive additional funding? What experience does the team/firm have with obtaining funding from multiple sources. Provide successful project examples and indicate sources and amounts.

COMMUNITY INVOLVEMENT—Community involvement will be very important. Describe your team/firm's experience in community involvement projects. What is the team/firm's approach to community involvement?

For the interviews:

Q. Based on this plan, what catalyst project could be accomplished in a short period of time?

Q. What BIG idea would you have that might be outrageous but that you see a possibility here?

Q. How will you bring the world to Brainerd?

Q. What have you learned in your experience? Any lessons learned?

Q. Environmental experience, knowledge of protecting the experience?

- 6. Selection of Interview Team:** Everyone agreed to keep the number of participants small.

Interview team: Kent Montgomery, Holly Holm, Erik Roberts, John Forrest

- 7. Upcoming Meetings:** Get the RFP done Friday, send for review, review by Monday, send RFP on Monday. Due 2 weeks later.

Nov. 5, 2:30–4:30 pm: Proposal Review/Shortlist

Nov. 9–11: Interviews